



201 Market SW 2nd Floor • Grand Rapids, MI 49503 • 616.456.3378 • GRcity.us • specialevents@grcity.us

Wedding Application

Submit this application with your \$25 non-refundable, non-transferable application fee no later than 90 days prior to your intended wedding date. Fill out this application in its entirety using complete, clear and accurate information. Using "TBD" will be considered incomplete and your application will not be accepted. Submission of this application does not guarantee your wedding date or location.

Individual Name: _____ Individual Name: _____

Primary Phone: _____ Primary Phone: _____

Email Address: _____ Email Address: _____
(Must have functioning e-mail) (Must have functioning e-mail)

Mailing/Billing Address _____
Street City/State/Zip Code

Coordinator _____ Mobile/Email _____

Requested Venue/Park

- | | | | | |
|--|--|--|---------------------------------------|--|
| <input type="checkbox"/> Rosa Parks Circle | <input type="checkbox"/> Ah-Nab-Awen Park | <input type="checkbox"/> Riverside Park* | <input type="checkbox"/> Calder Plaza | <input type="checkbox"/> Blue Bridge |
| <input type="checkbox"/> Gillett Bridge | <input type="checkbox"/> Sixth Street Park | <input type="checkbox"/> Heartside Park | <input type="checkbox"/> Canal Park | <input type="checkbox"/> Lyon Square |
| <input type="checkbox"/> Lookout Park | <input type="checkbox"/> Sixth Street Bridge | <input type="checkbox"/> Richmond Park* | <input type="checkbox"/> Wilcox Park* | <input type="checkbox"/> Pleasant Park |
| <input type="checkbox"/> Other _____ | | | | |

*To rent park shelters contact Parks & Rec 616.456.3696

Please Note: No additional events are permitted during ArtPrize

Wedding Day and Date _____

Start Time _____ End Time _____

Wedding Set-up Time _____ Wedding Take-down Time _____

Estimated Attendance _____

Wedding Day Contact

Name _____ Mobile Phone _____

Email Address _____

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Office of Special Events Wedding Fees

All fees will be included on a final wedding invoice and must be paid 30 days prior to your wedding date.

Please note: All fees are subject to change at any time.

Application fee (non-refundable, non-transferable)	\$25
Wedding Permit	\$100

Venues/Parks

Ah-Nab-Awen, Calder Plaza or Rosa Parks Circle	\$900
Canal Street Park, Sixth Street Park or Heartside Park	\$500
Gillett Bridge or Indiana Railroad Bridge (Blue Bridge)	\$500
Riverside Park, Richmond Park, or Wilcox Park	\$500 *
All Other Parks and Areas	\$500

*Park Shelters are rented through Parks & Recreation: \$100/4 hours, \$50/additional 4 hours

Equipment Rental

Equipment rental is based on availability by application submission date. Please provide an accurate request for equipment rental. You will be charged for any equipment that is requested and delivered whether you use it or not. Added fees may be charged for additional equipment ordered less than 14 days prior to the event.

All equipment will be delivered by an OSE equipment crew member on a date pre-determined by the OSE and does not include set-up. Equipment should be neatly stacked for pickup following your event. You or a designated representative must be present to accept delivery. Only gaffers or painters tape is allowed on OSE equipment. No paint of any kind is to be used on OSE equipment. The OSE and the City of Grand Rapids will make inspections of equipment to ensure that the rules and regulations are being followed. The OSE may make inspections at any point in time. Failure to abide by the rules and regulations may result in damage fines being assessed or revocation of your permit. These fines are subject to change by the amount of damage that is present and the time to repair or clean the equipment.

Please fill in the "Quantity" column below to specify your equipment rental needs

Equipment	Inventory	Dimensions	Rental Fee	Quantity	Notes
P.A. System (battery operated)	3	-	\$150 each		
Power Panels	18	-	\$25 each		
Electric Cord Covers	26	20" x 36"	\$10 each		
Metal Crowd Control Fencing	111 20	111-8' sections 20-6' sections	\$5/each or \$350 for trailer		
Drum Risers	10	3' x 5' x 10'	\$15 each		
Stage Risers	2	4' x 8' x 3'	\$25 each		
City of Grand Rapids logo' d Tents	14	15' x 15'	\$150 each		
EZ Pop Up Tents	10	10' x 10'	\$50 each		
Tables (10 minimum)	50	2' x 6'	\$5 each		
Narrow Tables	25	6' x 18"	\$5 each		
Stacking Chairs (25 minimum)	170	-	\$1 per chair		
Folding Chairs (25 minimum)	100	-	\$1.50 per chair		

**Please note: All fees are subject to change at any time - For questions about OSE equipment rental, please call 616.780.8831*

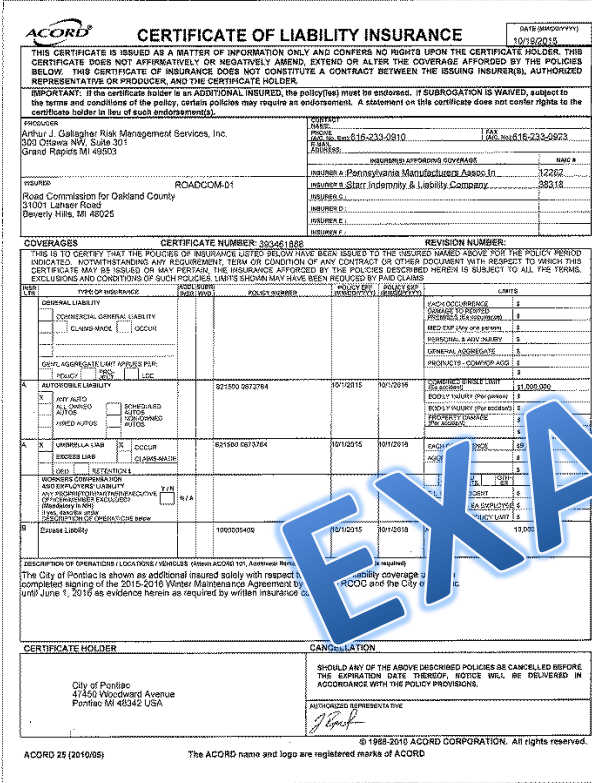
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Certificate of Insurance

A Certificate of insurance in the amount of \$1,000,000 which shall include the date and location of your wedding must be provided no less than 30 days prior to the event. Insurance companies must be "A" rated or acceptable by the City of Grand Rapids. **If you are selling alcohol**, an additional \$1,000,000 Liquor Liability Certificate of Insurance is required in addition to your General liability insurance.

The City of Grand Rapids must be listed as the Certificate Holder and shall be named as an "Additional Insured" with an additional insured endorsement included with the certificate of insurance. Also, the permittee shall indemnify and hold harmless the City, its officers, elected officials, agents, employees and volunteers, from and against any and all claims, actions, suits, proceeding, costs, expenses, damages, and liabilities claimed by any person, organization, association, or otherwise arising out of or relating to any act or omission of the permittee, its agents, contractors or employees under this Agreement.



ACORD CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Arthur J. Gallagher Risk Management Services, Inc.
300 Ottawa NW, Suite 301
Grand Rapids MI 49503

INSURED: Road Commission for Oakland County
31001 Lahmer Road
Deerfield Hills, MI 48025

CERTIFICATE NUMBER: 303461888
REVISION NUMBER:

COVERAGES:

TYPE OF COVERAGE	INSURER	POLICY NUMBER	INSURANCE PERIOD	COVERAGE LIMITS
GENERAL LIABILITY				
COMMERCIAL GENERAL LIABILITY				
PRODUCTS AND COMPLETED OPERATIONS				
PERSONAL AND ADVERTISING INJURY				
NON-OWNED AUTOMOBILE LIABILITY				
OWNED AUTOMOBILE LIABILITY				
HIRING AND FUMES				
WORKERS COMPENSATION				
EMPLOYERS LIABILITY				
EXCESS LIABILITY				

CERTIFICATE HOLDER: City of Pontiac
41450 Woodward Avenue
Pontiac MI 48342 USA

CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

ACORD 25 (2010/05) The ACORD name and logo are registered marks of ACORD

Policy Number: EH-771313-L86671

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

Name Of Additional Insured Person(s) Or Organization:

City of Grand Rapids
325 Ottawa Ave NW
Grand Rapids, MI 49503

The Insured is extended to include the additional insured (person(s) or organization(s)) named in the Schedule, but only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

A. In the performance of your ongoing operations; or

B. In connection with your premises owned by or rented to you.

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Please note: the City of Grand Rapids offers the Tenant User Liability Insurance Program (T.U.L.I.P.) which will provide coverage for third parties who are using City of Grand Rapids facilities for special events. Visit grcity.us/specialevents for more information or onebeaconentertainment.com to apply.

For questions regarding insurance coverage, please contact Risk Management at 616.456.3467

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Recycling and Refuse Clean-Up Plan

The City of Grand Rapids requires recycling as well as refuse removal at all events held on City owned properties. Wedding organizers must contract a private recycling and refuse company or have volunteers clean and properly dispose of any debris offsite. The City does not offer recycling or trash removal services for special events. Your organization is responsible to rent and place receptacles in the areas where your wedding is being held. You will have until the end of the event day to return the City site to its original condition. If the venue/park area is left in disorder after your wedding, you may be billed for cleaning and/or damage fees.

Refuse Company: _____

Phone: _____ Email: _____

Drop Off Date/Time _____ Pick-Up Date/Time _____

Please detail your clean-up plan including refuse receptacle and recycling cart placement:

For more information, please contact Public Works Recycling and Refuse 616.456.3232

Restroom Facilities

Restrooms are available at most park locations seasonally between May and October. Additional portable bathrooms may be required to accommodate your guests. For a four hour event, the OSE estimates one portable restroom for every fifty guests. The OSE recommends ordering handicap units and hand sanitizers for each unit.

Portable Bathroom Company: _____ Phone Number: _____

Primary Contact: _____ Email: _____

of Portable Bathrooms _____ # of Handicap Units _____ # of Event Attendees _____

Drop Off Date/Time _____ Pick-Up Date/Time _____

Amplified Sound & Noise Control Plan

Will any sound amplification equipment or public address system be used at the wedding? ☐ Yes ☐ No

If yes, please note that all sound at your event must be kept at a reasonable volume of 85 decibels at all times including throughout the sound check process. All amplified sound cannot begin before 7 am and must end by 10 pm unless a special event resolution has been approved under penalty of law.

Amplified sound used from _____ AM to _____ AM
_____ PM to _____ PM (Not before 7 am and no later than 10 pm)

Sound Company _____ Email _____

Contact Name _____ Mobile _____

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Food and Beverage

Will food be cooked/prepared on site? ☐ Yes ☐ No Will food be served? ☐ Yes ☐ No

If yes, you will need to contact the Kent County Health Department to determine if you need a Temporary Food Service Establishment License Permit and the City Clerk's office for a Transient Merchant License. All licenses and permits are due 30 days prior to your event. Kent County Health Department (Food Service Establishment License) 616.632.7100; City Clerk's Office (Transient Merchant License, food vendors) 616.456.3010

Please list all vendors for your event:

Vendor/Contact

Vendor/Contact

Vendor/Contact

Vendor/Contact

Please note: **All food vendors must have some type of mat under their booth to capture any spilled liquids or oils.** All areas must be cleaned and left in good condition. You must clean the event area immediately following the conclusion of your event or you will be charged additional fees for cleaning.

Alcohol

Will alcohol be served? ☐ Yes ☐ No Will alcohol be sold? ☐ Yes ☐ No

If you plan to serve/sell alcohol at your event, you will need a Liquor License issued by the MLCC and you must contact the Grand Rapids Police Department Vice Unit at 616.456.4800. If your event is located at a City Park, then you will need permission from Parks & Recreation at 616.456.3696 as well. If your event involves a licensed establishment using their liquor license, then you will also need City Commission approval by contacting the City Clerk's office no less than 30 days prior to your event. City Clerk's Office 616.456.3010.

Please note: All Liquor Licenses are due 30 days prior to your event. Events at which alcohol is sold or a participant fee is paid, will also need to provide an additional \$1,000,000 Liquor Liability Insurance.

Please list the alcohol distributor for your wedding: _____

Inspections and Additional Permits

Building Permits may be required for tents larger than 10' x 15'. Please note: you may also be required to schedule an inspection on the day of your wedding. Please visit <http://grcity.us/design-and-development-services/Development-Center/Pages/Forms-and-Applications> to determine your wedding needs. For more information about inspections and additional permits, please call 616.456.4100

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Site Map (separate attachments required)

A detailed site map for your wedding using either Google Earth, the Special Events resource pages located under 'Resources' at grcity.us/specialevents or a clearly printed map with major areas clearly identified must be attached to this application. **Applications submitted with no site map will not be accepted.** This may result in an additional application fee and/or loss of your desired wedding date.

Your site map must include the following details:

- Name of your event
- Name of site/location

All of the following areas should be clearly demarcated:

- Refuse and recycling receptacles
- Portable bathroom placement
- OSE Equipment placement
- Food service area
- Alcohol service area
- Fence/enclosure
- Security
- Generator, fan or heater placement

Wedding Timeline

Please list the specific activities that will occur during your wedding including the time and location for each activity. These items should be clearly marked on your site map.

Activity	Location	Time/Duration
Activity	Location	Time/Duration
Activity	Location	Time/Duration
Activity	Location	Time/Duration

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Wedding Application Submission Signature Sheet

By signing this form you are stating that the application is complete and all attachments included. All incomplete applications will not be accepted but will be returned and your wedding date released.

Please note: Submittal of your application does not guarantee approval of your event. After review by the OSE of your application, you may be asked to make some adjustments to your plans based on the availability and scheduling of other events. You may be required to attend a Special Events Review Committee meeting in order to receive a permit for your wedding.

You will not receive your official Wedding Permit until all licenses, fees and notifications that are listed on the Special Event Checklist have been processed. **You will receive an invoice via email at which time all site rental, license and permit fees must be paid to the City of Grand Rapids Treasurer prior to your event.** The OSE recommends that you do not advertise your wedding date and location until you have written approval and acceptance of your wedding application.

Day & Date of your wedding _____

Location of your wedding _____

Bride or Groom Signature _____

Bride or Groom Printed Name _____

Date _____

By signing and dating above, I am stating that I have read through and completed all sections of the wedding application that pertain to my event, included all required attachments including the \$25 application fee and that all my statements are true. I understand approval of this application is not final until I have met with and received written confirmation from the Office of Special Events.

Office of Special Events Supervisor _____ Date _____

Internal Use Only

Date Application Submitted _____ Application complete with attachments _____

Application accepted _____ Date of OSE Review Committee Meeting _____

Application returned _____ Reason _____

Notes _____

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Wedding Planner Checklist (for event planners to use to complete the Wedding Permit process)

- ☐ Application *(due 90 days prior to desired event date)*
- ☐ Certificate of Insurance *(due 30 days before event date)*
 - City of Grand Rapids listed as certificate holder and as additional insured
- ☐ Site Map *(separate attachment)*
 - Park shelter rental through Parks & Recreation (616.456.3696)
 - Diagram
 - Written detail
- ☐ Wedding timeline
- ☐ Community notification plan
 - Copy of written neighborhood notification
 - List of residents and businesses with contact information to be notified
- ☐ Public Works clean-up plan (616.456.3232)
 - Refuse removal plan
 - Recycling plan
- ☐ Parks and Recreation restroom facilities (616.456.3696)
 - Portable bathrooms
 - Handicap units
 - Hand sanitizer
- ☐ Food and vendor list
 - Kent County Health Department license (616.632.7100)
 - City Clerk permit (616.456.3010)
 - Grand Rapids Fire Department inspection (616.456.3900; day of for outdoor cooking and/or tents)
- ☐ Liquor license
 - Grand Rapids Police Department Vice approval (616.456.4800; due 30 days before event date)
 - MLCC license
 - Liquor liability insurance
 - City Clerk approval (616.456.3010)
- ☐ Amplified noise plan
- ☐ OSE equipment rental
- ☐ Grand Rapids Fire Department inspection (616.456.3900)
- ☐ City of Grand Rapids building inspection (616.456.4100)
- ☐ Michigan State Environmental inspection (800.662.9278)
- ☐ OSE Event Review Committee meeting *(90 days before event date after submission of application)*
- ☐ Written approval of application
- ☐ OSE pre-event review meeting *(30 days before event date)*
- ☐ Event invoice paid in full *(prior to scheduled event date)*
- ☐ Wedding Permit received *(issued after all requirements are met)*

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